

# 14.101 Elements of sealed bidding.

Sealed bidding is a method of *contracting* that employs competitive bids, public opening of bids, and awards. The following steps are involved:

(a) *Preparation of invitations for bids.* Invitations *must* describe the requirements of the Government clearly, accurately, and completely. Unnecessarily restrictive specifications or requirements that might unduly limit the number of bidders are prohibited. The invitation includes all documents (whether attached or incorporated by reference) furnished prospective bidders for the purpose of bidding.

(b) *Publicizing the invitation for bids.* Invitations *must* be publicized through distribution to prospective bidders, posting in public places, and such other means as *may* be appropriate. Publicizing *must* occur a sufficient time before public opening of bids to enable prospective bidders to prepare and submit bids.

(c) *Submission of bids.* Bidders *must* submit sealed bids to be opened at the time and place stated in the *solicitation* for the public opening of bids.

(d) *Evaluation of bids.* Bids *shall* be evaluated without discussions.

(e) *Contract award.* After bids are publicly opened, an award will be made with reasonable promptness to that responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the Government, considering only price and the price-related factors included in the invitation.

**Parent topic:** [Subpart 14.1 - Use of Sealed Bidding](#)